

**Town of Westford
Finance Committee Meeting
Police Station Training Room
November 26, 2007**

Present: Dave Murray, Kelly Ross, Al Herget, Alicia Corvino, Ingrid Nilsson, Tom Price, Suzanne Marchand, Steve Ledoux

Absent: Rose O'Donnell, Jeanne Drula, Michael Princi,

7:30 PM Call to Order

Reserve Fund Transfers

Price motioned to approve funds in the amount of \$8,500.00 from the Finance Committee reserve fund to the Library's budget (01610418-580000.) Ellen Rainville said that the contractor who gave the initial low bid of \$42,500.00 to fix the library's boilers declined the project. Therefore, the library had to send out another invitation to bid. The low bid is now \$51,000.00 and the library needs \$8,500.00 to supplement the capital budget in order to complete the project. The library has only two boilers functioning at this time and they are both over twenty years old. Nilsson seconded the motion which was approved unanimously, 6-0.

Minutes

A motion was made by Ross to approve the minutes of November 13, 2007. The motion was seconded by Nilsson and approved unanimously, 4-0. Corvino and Herget abstained.

A motion was made by Nilsson to approve payment in the amount of \$110.00 to Dan O'Donnell for drafting the minutes of the Finance Committee Meetings. The motion was seconded by Price and approved unanimously, 6-0.

Budget Process Discussion

Ledoux said that he wanted to have his recommended budget completed by January 31, 2008. There will be three budget retreats with the department heads. They are tentatively scheduled for December 19, January 2, and January 9. There has been discussion of holding the televised budget presentation on consecutive Saturdays in February. Attendance has historically been a problem at the meetings. It was suggested that Ledoux present all of the budgets and to just have the department heads there to answer questions.

In each of the budget, Murray wants the department heads to clearly describe their function to the town. Ledoux suggested that each department head should show which services are mandated. Murray also said that each department should have an organization chart. Price mentioned that when the Town hires a new employee, the total cost of adding that employee should be stated clearly. Other factors include health insurance and Medicare.

Nilsson said that the Community Preservation Committee is not involved enough in the budget process. Ledoux said that he could identify Community Preservation requests when meeting with the department heads. Nilsson stated that the Community Preservation Committee expects to get a 100% match from the State this year.

Budget binders for the Finance Committee will be available in early February.

Nilsson suggested that the Finance Committee divide up each of the School Committee budget meetings to better understand the School budget.

Future Meeting Dates

The next meeting is scheduled for December 17, 2007 at the police training room.

Adjourn

8:30 – Corvino motioned to adjourn. Nilsson seconded the motion which was approved unanimously, 6-0.

Reserve Fund Balance FY08: \$120,791.80

Signed, Dave Murray
Finance Committee Chairman

Date